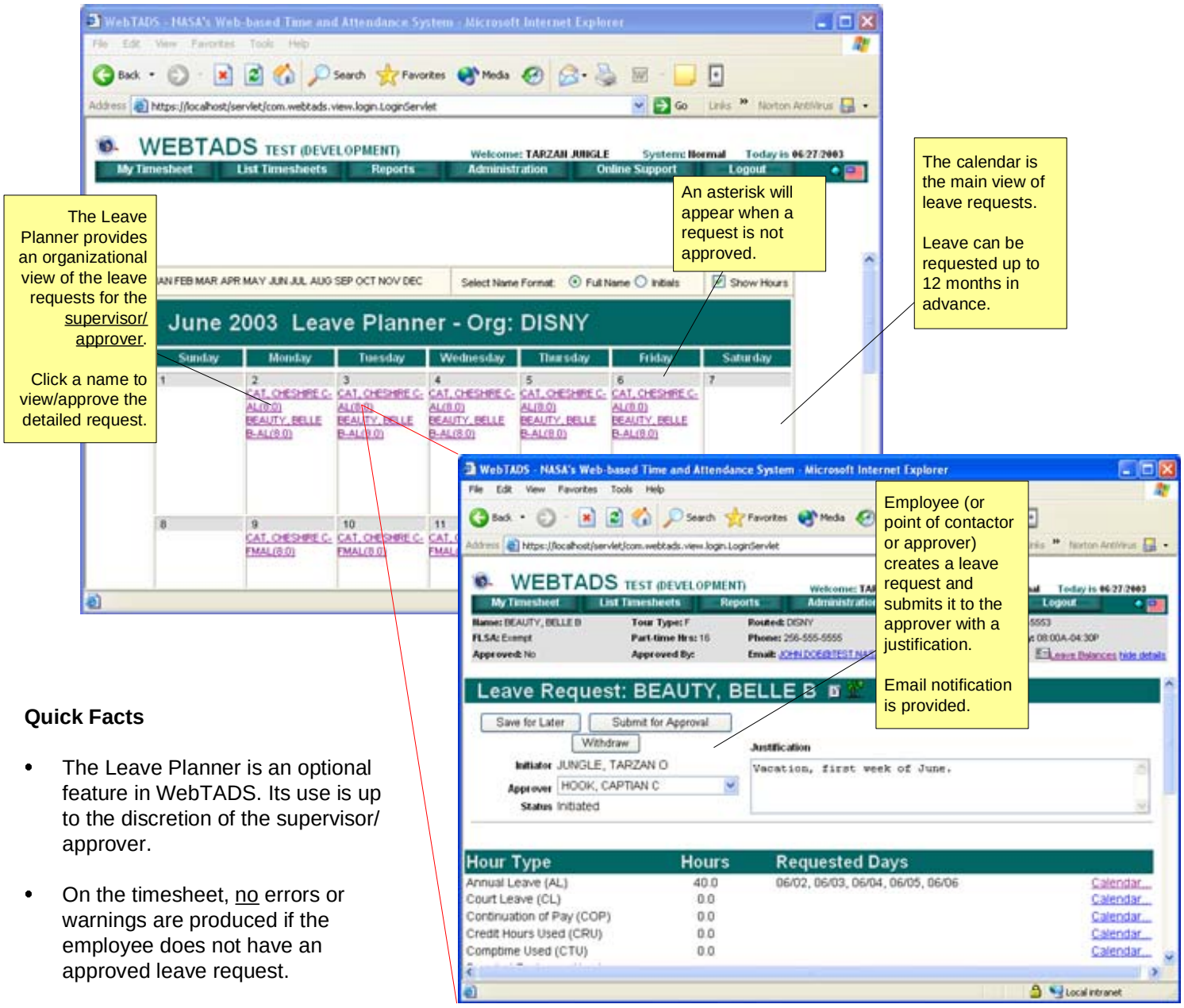
WebTADS Leave Planner Overview

https://webtads.nasa.gov

To retrieve the calendar, click on the leave planner button in the top right area of the Timesheet.



Quick Facts

- The Leave Planner is an optional feature in WebTADS. Its use is up to the discretion of the supervisor/ approver.
- On the timesheet, no errors or warnings are produced if the employee does not have an approved leave request.
- The 48-hour rule still applies: two (2) working days after notification of the request, the leave request is automatically approved.

Examples in this handout are taken from the WebTADS test database and use fictitious employees.